HOLWELL VILLAGE HALL
Registered Charity Number 1187369

HIRING CONDITIONS

1 By signing the booking form, the hirer accepts the conditions listed both on this document and also on the separate Safety Rules. A copy of the latter will be provided to the hirer and is also displayed at the hall.

2 The hirer must be aged 18 and over. Bookings for the hall can be made only through the Booking Secretary; ideally this should be no later than seven days before the event. The Booking Secretary acting on behalf of the Trustees and Management Committee has a right to reject any hiring request.

3 The appropriate fee, and if necessary a £100 deposit or bond, will be paid by the hirer prior to a letting. However, the hiring fee payment for a regular multiple hiring will be determined between the Booking Secretary and the hirer. Additional charges may be levied after the event if the hall is left either in an unsatisfactory state, or if rectification of damage has been necessary, or to compensate for additional expenditure such as if heaters and or appliances have been left switched on, or rubbish not removed (see elsewhere in these Hiring Conditions).

4 Should the hirer have to completely cancel the booking without using an alternative date, then sums already paid (including a bond or deposit) will be refunded in full. Where the booking is cancelled immediately prior to the event if no damage to the hall, its fittings and fixtures is found any refund will be at the discretion of the Trustees and Management Committee. Should a hiring be cancelled by the Trustees after a booking has been accepted, then the hirer's compensation is limited to any funds prepaid.

5 At the discretion of the Booking Secretary, the hirer may gain access to the hall prior to the event starting, in order to set up equipment or furniture. This is subject to no other use of the hall taking place at the time. If the access is needed on the day prior to the event then an additional 4 hour hire charge will be levied.

6 The hirer will use the hall for the activity declared on the booking form only and must not sub-let it to another party.

7 The hall Licence allows the direct sale of alcohol in the building. If alcohol is to be sold, then the hirer must complete the appropriate booking form as attached.

8 The hall's Licence stipulates that events starting on a day other than Sunday must have ended no later than 01.00am on the following day. Events held on a Sunday must have ended by 12 midnight. The actual event should finish one hour before this time to give time for those attending to disperse and for cleaning and tidying to be undertaken.

9 The hall's Safety Rules (see separate sheet) do not allow any combustible substance that can either be lit, or which emits smoke or fire within the hall. Amongst other things this means that church services held at the hall may not have lit candles and any celebration which involves sparklers or fireworks must discharge these outside the premises in the car park area.

10 Smoking is not allowed in any part of the hall at any time.

11 All events must be adequately supervised and the hirer assumes responsibility for the good conduct of the individuals at the function and immediately outside the premises. If the event is for young people of or under the age of 18, then there must be a minimum of two parents present in the hall at all times and those in charge must follow the conditions laid down in the Children and Young Persons Act 1993 and its subsequent amendments or any new legislation, Acts or directives dealing with these matters.

12 The hirer must acquaint themselves with the hall's Safety Rules, and ensure that they are observed. First time hirers especially must familiarise themselves with the hall's layout before the hiring takes place. Hirers must take particular note of the instructions in respect of any emergency exit door and ensure that chairs, tables or other obstructions are not placed in the defined areas in front of these doors.

13 The Licence and the hall's Safety Rules impose a maximum limit on the number of persons attending the event and the hirer must ensure that this is obeyed.

14 After the event, the hirer must ensure that:

a The premises are empty and securely locked on departure; the car park barrier is secured shut; all space heaters, lights and appliances (other than the toilet heaters in winter) are switched off and the keys are returned to the issuer.

b The hall is left clean and tidy with tables and chairs stacked appropriately and all rubbish taken away and NOT left in or at the hall (there is no rubbish collection from this site). The hall Management Committee recognises that some clearing may have to be done early on the following day; negotiations about this must be undertaken with the Booking Secretary at the time of making the hire.

15 Extra charges will be levied in retrospect on the hirer if any of the conditions of paragraph 14 are not complied with.

16 Any faults with the hall's fittings and fixtures are to be reported to the Booking Secretary or hall Secretary no later than 24 hours after the function.

17 Accidental, intended or deliberate release of the fire extinguishers, breakage or damage to the fabric of the hall or its fit tings, fixtures and content during the event must be reported to the Booking Secretary within 24 hours and charges accepted for rectification where applicable.

18 No fittings, fixtures nor other content of the hall are to be removed from the premises without prior agreement. The hirer is liable for replacement costs where items are removed without permission and/or are damaged when away from the hall.

The Trustees and Management Committee of Holwell Village Hall, August 2024

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SAFETY RULES

The following rules are based on the provisions of the Community Premises Licence and advice from fire officers and others, and must be observed at all times.

1 The person or organisation hiring the hall must familiarise themselves, and / or any nominated deputies if not attending in person, with the hall's layout, safety equipment, and emergency exits and hall evacuation procedures before the event.

2 The hirer is to ensure that at least two responsible adults supervise the function and more if the size of nature of the function makes this desirable.

3 The hirer will ensure that the number of people in the hall never exceeds 100 if all stand. This limit is reduced to 60 when the event requires seating at tables or whenever there are displays, sales stands, booths or similar floor based items. There is to be no overcrowding in any part of the hall.

4 The emergency exits and other means of egress will be kept clear at all times and not secured closed. Clear access gangways to the emergency exits of at least 1.50 metres (or 5 feet) width will be provided at all times when tables, chairs, or other articles are placed on the floor of the hall. These designated areas adjacent to the exits are to be kept clear at all times.

5 No pyrotechnic, flammable, explosive, toxic, hazardous, or combustible substances will be brought into or used at the premises. This ban includes fireworks Including gerbs), flash, streamer, confetti, sparklers, or similar cartridges or effects as well as any form of candle as well as any other substance likely to ignite or release smoke, such as smoke bombs, gas filled bottles, BBQs and gas filled balloons or incense.

6 In the event of a fire or similar event involving the evacuation of the hall, the appropriate emergency service is to be summoned and the Booking Secretary or Secretary to the Hall Management Committee informed as soon as practicable. The hirer must ensure that all persons present have left the building and moved well away from the premises to the evacuation area in the south east side of the car park

7 Wheelchairs, prams and walking frames shall not be placed in such a position as to obstruct an exit.

8 Children are only permitted to attend suitable events and must at all times be accompanied by an parent or guardian. The provisions of the Children and Young Persons Act 1993 and any subsequent legislation, Act or directives of the same nature, are to be observed at all times.

9 The stage will not be cluttered with scenery or property and the exits must be maintained clear. Scenery or property must be of non-combustible material or inherently fire proof. Lamps and equipment liable to heat up must be guarded to avoid contact with scenery or combustible material with wire mesh or other ventilation device rigidly fixed at least 12in vertically and 3in horizontally from the casing of the device.

Contact details for the Booking Secretary are janegoodfellow@icloud.com, tel 01963 23266

The Trustees and Management Committee of Holwell Village Hall
August 2024

PROCEDURE WHEN DETECTING A FIRE AT THE VILLAGE HALL

1 Anyone detecting smoke, flames, or any event likely to endanger those in the hall must raise the alarm immediately.

2 The person responsible for the function and his assistant(s) must:

a) Make sure all present leave the hall in an orderly fashion through the designated exits, or by other routes if practicable, without delay and assemble in the south-east corner of the car park as shown on the document on display in the hall.

b) Ensure that they or a designated person calls the appropriate emergency services.

c) Check that all present have left the building and have been accounted for and advise the Fire Service on arrival if any are thought to be inside the building.

d) The fire fighting equipment should only be used in an attempt to extinguish or suppress a small fire and then only after all present have been evacuated and provided such actions do not endanger the safety of the person so doing. The powder extinguisher, located adjacent to the kitchen for use against kitchen fires, must not be activated if there is a danger of the powder it emits being inhaled by anyone.

e) All persons evacuated should await the arrival of the emergency services and assist them as requested. Those needing medical attention should be assisted as best circumstances allow.

f) The Booking Secretary must be informed as soon as possible.